

Instructions for New Employee forms completion

BRING ALL FORMS COMPLETED WITH YOU ON YOUR SCHEDULED APPOINTMENT WITH US. Not all forms are fillable for those that you cannot complete online, printout and fill in with ink pen.

___ Alcohol and Drug Policy – Printout and sign and date

___ Applicants Right Form and Background Policy – Printout page 1, read Background Policy (pages 2-10) and sign Applicant's Right Form (page 1)

___ Background Check Signoff Sheet – Enter name in form, then printout. DO NOT SIGN OR DATE. Signature field is for Human Resources

___ Confidentiality of Facility – Printout, date, sign and print name

___ Direct Care Applicants - Complete all fields in form, printout and sign and date.

___ Direct Deposit – Printout, complete

X Eligibility for Coverage – Informational only. Printout if desired, not necessary to bring to appointment.

___ Employee Emergency Contact – Complete all fields in form and printout.

___ Employee Information Sheet – Complete all fields in form, sign and date.

___ I-9 – Complete all fields on page 7. Print page 7 and 8 only. Choose documents from page 9 that you will be bringing with you on your appointment to satisfy the requirements of the I-9.

___ LiveScan – Complete all fields, printout, sign and date. For fields that require Code List, use LIVESCAN Code list file.

___ Release of Information Fingerprinting – Complete all fields, printout, sign and date.

___ RN License Declaration Form – RN's only. Complete all fields, printout, sign and date.

___ Signature Form – Printout, print name, sign, initial

___ State Tax Form – Complete all fields, printout, sign and date.

___ Federal Tax Form – Complete all fields, printout, sign and date. Also, print birth date at bottom of page.

___ VRS-2 Beneficiary– Complete all fields, printout pages 1 and 2 only, sign and date.

___ Hybrid Beneficiary Form– Complete all fields, printout pages 2, 3, and 4, sign and date.